



## Lake Shore Central School District

959 Beach Road  
Angola, New York 14006  
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### ELEMENTARY STUDENT HANDBOOK 2014 - 2015

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#### THIS SCHOOL AGENDA BELONGS TO:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ SCHOOL \_\_\_\_\_

STUDENT ID NO. \_\_\_\_\_ GRADE \_\_\_\_\_ TEACHER \_\_\_\_\_

# **STUDENT RIGHTS AND RESPONSIBILITIES**

Lake Shore Central elementary school students have a right to expect fair treatment and proper application of all regulations and applicable laws. With each right comes a responsibility to exercise that right fairly and to contribute to the betterment of the community and the society.

**The following list of Rights and Responsibilities has been adopted by the Board of Education of the Lake Shore Central Schools.**

## **Student Rights**

1. A quality Education.
2. A safe and clean environment.
3. A classroom environment, which is conducive to learning.
4. Due process under the terms of Education Law 3214, including the Right to a Superintendent's Hearing.
5. To participate in all Lake Shore Central School activities on an equal basis regardless of race, sex or national origin, unless properly suspended from participation under the terms of Education Law 3214 and the District's Discipline Policy.
6. To present their version of the relevant events to school personnel authorized to impose disciplinary penalties in connection with the penalty.

## **Student Responsibilities**

1. Work to the best of his/her ability in all academic and extracurricular pursuits and to strive toward the highest level of achievement possible.
2. Be in regular attendance in school and in class.
3. Be responsible for positively contributing to an environment, which is conducive to learning, and to be respectful of other person's rights and property.
4. Conduct oneself as a representative of the school community and as such adhere to the highest standards of conduct, demeanor and sportsmanship whenever participating in or attending extracurricular events sponsored by the school.
5. Be familiar with and abide by all District policies, rules and regulations pertaining to school conduct.
6. Make constructive contributions to the school program and to report accurately and fairly the circumstances of school related issues.
7. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.

# **ROLE OF ESSENTIAL PARTNERS**

Essential partners include all members of the school community including superintendents, school board members, parents, students, teachers, school counselors, principals/administrators, support staff, coaches, other school personnel, vendors and visitors. The role of all essential partners is:

1. Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex, which will strengthen students' confidence and promote learning.
2. Confront issues of discrimination and harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
3. Address personal biases that may prevent equal treatment of all students in the school or classroom

setting.

4. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a school employee's attention in a timely manner.

Specific Roles include:

### **Role of Teachers**

As professionals in education, the certified staff members have the following responsibilities:

1. Demonstrate an enthusiasm for teaching and learning and a genuine concern for the individual student.
2. Guide learning activities so students learn to think and reason, assume responsibility for their actions and respect the rights of others.
3. Participate in the establishment of school rules and regulations regarding student behavior.
4. Communicate the discipline code to students and parents.
5. Require that students observe the code in all areas of the school.
6. Be firm, fair and consistent in enforcing school rules.
7. Give positive reinforcement for proper behavior.
8. Demonstrate desirable standards of behavior by word and personal example.
9. Consult with a counselor regarding any student whose social/emotional needs affect academic progress.
10. Develop cooperative relationships with parents for the educational benefit of the student.
11. Inform parents regarding student achievement and behavior and confer with parents when necessary.
12. Distinguish between student misconduct best handled by the teacher, and student problems requiring the assistance of an administrator.
13. Avoid punishing the group for the misbehavior of one or two students.
14. Handle individual behavior problems privately.
15. Help students cope with negative peer pressures.
16. Refer to the principal any student who jeopardizes his own safety, the safety of others or of the teacher or who seriously interferes with the instructional program of the classroom.

### **Role of Parents**

It is recognized that parents are a child's first and most important teachers. It is also recognized that a cooperative relationship between the home and school is necessary in order for a student to truly develop and achieve. Therefore, parents are urged to:

1. Send their child to school as required by New York State Law.
2. Insist that their child's attendance is regular and punctual.
3. Demonstrate to their children a positive attitude toward education.
4. Develop a good working relationship between themselves and their children, the teacher, and the school.
5. Guide their children from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for their actions.
6. Teach their child, by word and example, self respect, respect for the law and respect for others and public property.
7. Know and understand the rules their child is expected to observe at school.
8. Be aware of the disciplinary measures that will be taken for any violation of these rules.
9. Recognize that teachers are legally acting in place of a parent and deserve consideration and respect from their child.
10. Listen to views and observations of all parties concerned before reaching a decision on a discipline situation.
11. Expect that their child will bring home all communications from school.
12. Become acquainted with their child's school, staff and curricular activities.
13. Attend parent-teacher conferences and school functions.
14. Work in unison with the school regarding school related problems.
15. Set realistic standards of behavior for their child and are firm, fair and consistent in applying them.

16. Help their child understand peer pressure and how to deal with negative peer pressure.
17. Insist on the completion of homework and other assignments.

### **Role of Building Administrators**

The building administrators set the tone of the school. In order to achieve their task they must:

1. Create the best teaching-learning situation possible, exercising all authority assigned by the Superintendent and the Board of Education.
2. Organize scheduled teaching assignments in order to achieve a meaningful education program.
3. Require effective classroom management and instruction.
4. Take leadership in the establishment of reasonable rules and regulations that will reduce student misconduct.
5. Make the Code of Discipline and Responsibilities known to students, parents and all school staff.
6. Take all necessary measures to insure that students, parents and all school staff understand the Code of Conduct.
7. Enforce the code of Discipline and Responsibilities.
8. Receive teacher or counselor referrals of students with behavior problems.
9. Insure that all referred discipline cases are resolved expeditiously.
10. Inform parents of disciplinary problems and disciplinary measures taken to modify the misbehavior.
11. Maintain fairness, reasonableness, and consistency.
12. In dealing with students, staff and parents, demonstrate a respect for law and order, self-discipline and a genuine concern for all persons under his/her authority.
13. Make it possible for students and faculty to approach him/her directly for the redress of grievances.
14. Include students and staff in the formulation of school regulations.
15. Utilize all appropriate support staff and community agencies to help parents and students identify problems and seek solutions.
16. Establish building security.
17. Comply with state laws and/or regulations regarding hearings, suspensions and student rights.
18. Develop behavior guidelines and procedures which are in harmony with this Code of Conduct.

## **ELEMENTARY SCHOOL CODE OF CONDUCT**

**"Act in such a way as to earn respect."**

As a responsible person, you must do those things that have integrity and worth, and avoid that which is self-defeating or damaging to the rights of others. That is your responsibility.

### **INTRODUCTION**

The intent of this code is to establish standards for discipline that will enable students, parents, teachers and administrators to know what is acceptable behavior and how deviations from these standards will be handled. The standards have been developed for District-wide use in accordance with the requirements of the Dignity For All Students Act (DASA) which was established to provide a school environment free of discrimination and harassment. Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

This code organizes misbehaviors into categories from minor to major and relates these misbehaviors or infractions to appropriate disciplinary responses. By proper and timely dissemination of such information all individuals and/or groups involved in the disciplinary process (students, parents, teachers, administrators, Board members and community members) will learn which student behaviors are not acceptable and which responses will be used as consequences. By pairing these misbehaviors with sound disciplinary responses, the District insures that its disciplinary policies and procedures are consistent, reasonable and equitable.

The disciplinary measures listed are applicable in school, on school buses, on district property, during school

sponsored field trips, at any school sponsored activity, and from the time of departure for school until arrival at home including school activities on weekends and/or evenings. Student misconduct that occurs outside of school that infringes or disrupts the educational process or learning of others, may result in discipline in accordance with the student code of conduct.

## DEFINITIONS

For purposes of this Code, the following definitions apply:

**Disruptive Student** – a student under the age of 21 who is substantially disruptive of the educational process or who substantially interferes with the teacher’s authority over the classroom.

**Gender** – Actual or perceived sex and includes a person’s gender identity or expression.

**Parent** – parent, guardian or person in parental relation to a student.

**Principal** – any Principal, Assistant Principal, or Acting Principal.

**School Vehicle** – Every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

**School Function** – A school-sponsored extra-curricular event or activity, whether or not on school property.

**School Property** – In or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school; or in or on a school vehicle.

**Tardiness** - Arriving late to class or arriving to school after 8:35 a.m.

**Unexcused absence** - Any absence from class or classes which has not been excused by a parent or legal guardian and /or appropriate school official.

**Violent student** – A student enrolled regardless of age who:

1. Commits and act of violence upon a school employee or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student, or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what is or appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function, or attempts to do so.
7. Knowingly and intentionally damages or destroys school district property or attempts to do so.

**Weapon** – a firearm defined in 18 USC § 921 for the purpose of the Gun Free Schools Act. It also means any other gun, dagger, dirk, razor, stiletto, switchblade, knife, gravity knife, brass knuckles, slingshot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray, or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death.

## PROHIBITED STUDENT CONDUCT

The overwhelming majority of students in the Lake Shore Central School District are responsible and well

behaved. The following should be used by all individuals and groups involved in the disciplinary process to understand the consequences of misbehavior.

Students may be subject to disciplinary action, up to and including suspension from school when they engage in the following conduct:

Committing an act of violence (examples include, but are not limited to hitting, kicking, punching, scratching, biting, spitting or pulling hair) upon a teacher, administrator, or other school employee or attempting to do so.

Committing an act of violence (examples include, but are not limited to hitting, kicking, punching, scratching, biting, spitting or pulling hair) upon a student or attempting to do so.

Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

Conspiring to harm others or property.

Continuation of unmodified negative behavior.

Defamation, which includes making false or unprivileged statements or derogatory representations about an individual or identifiable group by demeaning them based on race, sex, creed, color, nationality, sexual orientation or any other protected class.

Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation, or disability, as a basis for treating another in a negative manner.

Engaging in any form of academic misconduct, including, but not limited to: plagiarism, cheating, copying, altering records, or assisting another student in any of the listed actions.

Engaging in any willful act which disrupts the normal operation of the school district.

Extortion.

Forgery, including that of notes or excuses.

Gambling.

Harassment/Bullying - The creation of a hostile environment by conduct or threats, intimidation or abuse which (a) has or would have the effect of unreasonably or substantially interfering with a student's educational performance, opportunities or well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Cyberbullying includes all behaviors described in "Harassment/Bullying" where the harassment or bullying occurs through any form of electronic communication.

Hazing, which includes any intentional or reckless act against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.

Inappropriately possessing, consuming, selling, distributing or exchanging prescription and over-the-counter drugs, or being under the influence of the substance.

Indecent exposure, which includes the exposure of private parts of the body in a lewd or indecent manner.

Initiating a report or warning of fire, the threat of a bomb, or other catastrophe without valid cause, misuse of emergency reporting such as 911, or the discharging of a fire extinguisher.

Insubordination, which is the failure to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of students or otherwise demonstrating disrespect.

Intentionally damaging or destroying school property, including acts of vandalism, graffiti and arson.

Intimidation, which includes actions or statements that put an individual in fear of bodily harm.

Improper use of a hall pass.

Loitering.

Lying to school personnel.

Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of the substance. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, synthetic drugs, and any substances commonly referred to as "designer drugs."

Possessing, consuming, selling, distributing or exchanging smoking or smokeless tobacco, e-cigarettes/vaporizers, or related paraphernalia.

Possessing, displaying, or threatening to use a weapon or a weapon "look-alike." Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.

Possessing, using, selling, distributing or exchanging fireworks.

Publicly displaying affection, including kissing, hugging and other close conduct.

Selling, distributing, exchanging, using, or possessing obscene and/or pornographic material.

Skipping detention.

Stealing the property of students, school district, school personnel, or other person lawfully on school property or attending a school function, or being in possession of stolen property.

Tardiness, truancy, or leaving school without permission.

Trespassing. Students are not permitted in restricted areas of the school or in the school building after normal school hours without permission of a teacher, principal or superintendent unless in attendance at an authorized function.

Use of cell phones or electronic devices during the school day, including, but not limited to, cameras, radios, MP3 players and recording devices.

Use of vulgar, abusive and/or disrespectful language or gestures.

Violation of dress code.

Violation of parking lot rules and procedures.

## PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall include any individual when on school property or attending a school function.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the said function.

### **Prohibited Conduct**

No person shall:

- ✓ Intentionally injure any person or threaten to do so
- ✓ Intentionally damage, deface or destroy school district property or the personal property of a teacher, administrator, other district employee, or any person lawfully on school property
- ✓ Disrupt the orderly conduct of classes, school programs, or other school activities
- ✓ Distribute or wear materials on school grounds or at a school function that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program
- ✓ Intimidate, harass, or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, or disability or any other protected class
- ✓ Enter any portion of the school premises without authorization or remain in the building after it is normally closed
- ✓ Obstruct the free movement of any person in any place to which this code applies
- ✓ Violate the traffic laws, parking regulations or other restrictions on vehicles
- ✓ Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function
- ✓ Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district
- ✓ Loiter on or about school property
- ✓ Gamble on school property or at school functions
- ✓ Refuse to comply with any reasonable order of identified school officials on duty
- ✓ Willfully incite others to commit any of the acts prohibited by this code
- ✓ Violate any federal or state statute, local ordinance, or board policy while on school property or while at a school function

### **Penalties**

Visitors who violate this code may have their authorization, if any, to remain on school grounds or at the school function withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subjected to criminal charges.

## DISCIPLINARY ACTION

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- The student's age
- The nature and severity of the offense and the circumstances that led to the offense
- The student's prior disciplinary record
- The effectiveness of other forms of discipline
- Information from parents, teachers, and/or others, as appropriate



- Other extenuating circumstances

As a general rule, discipline will be progressive.

Students will be afforded due process in disciplinary actions. For purposes of this Code, due process is the student's right to:

- Have rules and regulations published and distributed at the beginning of each school year.
- Receive verbal or written notification of the reason(s) disciplinary action is being taken.
- State his or her side of the matter.
- Receive reasonable notification of parent conferences, informal hearings, etc.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

**Disciplinary action may include, but is not limited to, the following:**

- Verbal warning
- Written warning
- Written notification to parent
- Teacher removal from instruction
- Detention
- Cafeteria suspension
- Withdrawal of privileges, including driving privileges, bus privileges, and participation in athletic and extracurricular activities
- Restricted movement in the school building
- In-school suspension
- Out-of-school suspension (five days or less)
- Out-of-school suspension (more than five days)
- Referral to outside an outside agency, including law enforcement

#### Detention

- Detention assigned by the elementary school office.
- Detention times are set by elementary main office.
- Students will not be allowed to leave detention for any reason without permission from the office.
- Talking during detention is prohibited.
- Violations of the regulations may result in additional detention assignments.
- Unauthorized absences from detention will result in additional discipline.
- **Students must complete academic work while serving detention. Failure to comply will result in additional detention.**
- **Detention takes precedence over extracurricular activity meetings, reporting early to athletic practices and student employment.**
- The administration has the right to modify the time that detention is served.

#### Teacher Removal From Instruction

A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. When appropriate, the teacher may remove a student from instruction under the following guidelines:

- A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.
- If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

- If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24 hours.
- The teacher must put in writing the reason for removal and give it to the principal or his designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal.
- Within 24 hours after the student's removal, the teacher must notify the parent, by phone, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the principal or the principal's designee to discuss the reasons for the removal.
- The principal may overturn the removal of the student from class if the principal finds any of the following:
  - The charges against the student are not supported by substantial evidence.
  - The student's removal is otherwise in violation of law, including the district's code of conduct.
  - The conduct warrants suspension from school pursuant to Education Law 3214 and a suspension will be imposed.
- Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities until he or she is permitted to return to the classroom.
- Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

#### Suspension Procedures

A student may be suspended from instruction according to the rules and regulations of the Commissioner of Education of the State of New York. When a student is suspended from instruction, the following procedures will be used:

- The reason(s) for the suspension from instruction will be discussed with the student. The student will be offered an opportunity to respond to the reason(s).
- The student's parent(s) will be provided with written notice that the student may be suspended from school. The notice will be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension. The notice will be sent to the last known address of the student's parent(s). When possible, the student's parents will also be contacted by phone.
- The notice provided will include a description of the charges against a student for which suspension is proposed and will inform the parents of the right to request and immediate informal conference with the principal. At the conference, the parents will be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.
- The notice and opportunity for an informal conference shall take place before the student is suspended unless the student's presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student's presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.
- After the conference, the principal shall advise the parents in writing of the decision. The principal shall advise the parents that if they are not satisfied with the decision, they may file a written appeal to the superintendent within five business days. The superintendent shall issue a written decision on the appeal within ten business days of receiving the appeal. If the parents are still not satisfied with the superintendent's decision, they may appeal to the Board of Education by filing a written appeal with the district clerk within ten business days of the date of the superintendent's decision. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.
- When the superintendent of schools determines that a suspension for more than five days may be warranted, reasonable notice shall be given to the student and the student's parents of their right to a fair hearing. At the hearing, the student shall have the right to be represented by counsel, the right to question witnesses against him or her, and the right to present witnesses and other evidence on his or her behalf.
- The superintendent shall personally hear and determine the proceeding or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. If appointed, the hearing officer shall make findings of fact and recommendations as to

the appropriate measure of discipline to the superintendent. The report shall be advisory only, and the superintendent may accept all or any part thereof.

- If the parents are still not satisfied with the superintendent's decision, they may appeal to the Board of Education by filing a written appeal with the district clerk within ten business days of the date of the superintendent's decision. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

#### Serving In-School and Out-of-School Suspensions

- Students placed on in-school suspension will be assigned to the in-school suspension room for the duration of the suspension. The student is not permitted to leave the assigned area without permission. Assignments for the period of suspension will be gathered and the in-school suspension student will be expected to complete the assignments while on suspension.
- Students will not be allowed to return to school until all out-of-school time has been served. Students will not be permitted on Lake Shore Central School grounds, except with prior administrative permission. The student will be treated as a trespasser if the student appears on school grounds at any other time while on suspension.
- **A student who is on in-school or out-of-school suspension is not permitted to participate in or attend any school related activities that meet outside the regular school hours during the time of suspension.**
- Suspension ends on the school day following the end of the suspension period. (e.g. a Friday suspension ends Monday.)

## GRIEVANCES

Students and their parents have the right and obligation to express and resolve disciplinary grievances in the following manner:

- Through informal conferences with: the staff member involved in an incident, the student's school counselor, and/or the principal.
- Through formal appeal to the next higher level of school authority in the following order: Building Principal, Superintendent.

## GENERAL STUDENT INFORMATION

### Assemblies

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.

### Attendance

- New York State law requires every boy and girl who turn six years old on or before December 1<sup>st</sup> to attend school each day that school is in session unless not able to because of illness or some other legitimate reason.
- Each student's attendance record is very important. If your child is absent from school, please call the Health Office and leave a brief message stating your child's full name, teacher and reason for the absence. A message may be left if your child will be tardy, stating the above information, and the expected time of arrival.
- A written excuse must be turned into the nurse's office on the day a student returns to school. This excuse must include student's name, grade, and date of absence, and specific reason for absence(s).
- In the event of excessive student absences or tardiness, school personnel will intervene with telephone

calls, letters, and meetings with parents, or an outside agency may be contacted to investigate the cause of the student's absences from school.

<p><b>Excused</b>  <i>Student Illness</i>  <i>Serious Illness or death in family</i>  <i>Medical or dental appointments</i>  <i>Road Test</i>  <i>Approved Educational Trips</i>  <i>Impassable roads/weather conditions</i>  <i>Religious observances</i>  <i>Quarantine</i>  <i>Required court appearances</i>  <i>Military obligations</i>  <i>Emergency situations as approved by the building principal</i></p>	<p><b>Unexcused</b>  <i>Visiting</i>  <i>Vacation</i>  <i>Obtain learner's permit</i>  <i>Overslept</i>  <i>Babysitting</i>  <i>Hunting/Fishing</i>  <i>Trips</i></p> <p><b>Truancy</b>  <i>Absence from school without parent permission</i></p>
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### Care of the School

Students should **not** mark school lockers, school furniture, walls, ceiling, floor, or equipment with pen, pencil, paint, or any other instrument. Use the trash containers to dispose of papers and food wrappers. Don't use the floor. **Do not tamper with the fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.**

### Civil Rights

The Lake Shore Central School District hereby advises students and parents that it offers educational opportunities, including vocational education opportunities, without regard to sex, race, color, national origin or handicap. Grievance procedures are available to interested persons by contacting the person(s) listed below.

1. **Title IX Coordinator (Sex Discrimination):**  
 Dan Pacos - Assistant Superintendent for Adm. & Finance 926-2221  
 Paula Eastman – Principal JT Waugh Elementary 926-2371
2. **Section 504 Coordinator (Disability)**  
 Mary Steenberg - Director of Special Programs 926-2230

### Computer and Internet rules

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the district standards and will honor the agreements they have signed. See page 16 for further computer use guidelines.

### Dress Code

Students may not dress in a manner that is distracting or affects the health or safety of other students or themselves. In addition, students may not wear clothing, which includes slogans or terms, which may disrupt the school or interfere with the expressed mission of the school to teach self-respect and respect for each other. Clothing may not contain inflammatory or obscene sayings. Public health law requires that proper footwear be worn at all times.

#### Unacceptable dress may include, but is not limited to:

- Any/all head coverings (hats, bandanas) during school hours and during all school-sponsored activities such as concerts, musicals, awards, ceremonies, etc. unless for a medical or religious purpose

- Pajama pants or slippers
- Bare midriffs, bare back shirts, halter tops, strapless or single strap tops and excessively tight fitting clothing.
- Low-cut/plunging necklines (NO CLEAVAGE SHOWING).
- Spaghetti strap tank tops or camisoles.
- Clothing that promotes alcohol, tobacco drugs, sex or bigotry.
- Clothing with an inappropriate content/language, double meaning or vulgar messages.
- Jackets during the school day without permission.
- Shorts and skirts should be no shorter than where one's fingertips reach as they are extended down the side of the leg.
- "Hazardous jewelry" (spikes, chains on wallets).
- Undergarments need to be completely covered by outer clothing.
- 

**Any violation will require the student to change. Administrator will call home for alternate clothing.**

### **Electronic Equipment**

Electronic devices such as CD players, pagers, cell phones, MP3 players, I-pods, DS players, etc. are not permitted in school. These items may be confiscated and may not be returned to students if they are being used during school hours. These items may also be lost and/or damaged. The District will not be responsible for lost or damaged items.

### **Fire Drills**

Fire drills at regular intervals are required by law and are an important safety precaution. **It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly and quietly as possible.** The teacher in each classroom will give the students instructions.

### **Lockers**

Some elementary schools offer lockers. Lockers are provided for the convenience of students; while students may have the exclusive use of an assigned locker, the locker remains the exclusive property of the school. As such, lockers are subject to inspection by school authorities without prior warning or permission. Students are permitted to decorate the inside of lockers tastefully with non-permanent materials. Students will be held responsible to restore lockers to the original condition. Remember, never give out your locker combination or use a locker other than your own.

### **Lunch Guidelines**

In order to keep the cafeteria clean and attractive, the following rules must be observed:

- 1. All lunch food must be eaten in the cafeteria. (except with teacher/staff permission)**
2. During lunch periods students are to remain in the cafeteria.
3. Empty all debris from trays into the proper containers.
4. Return all trays, dishes, and silverware.
5. Keep tables, chairs, and floors clean.
6. Talk in a normal voice.
7. Keep the cafeteria line orderly.
8. Never push or run.
9. Students are not permitted to have food delivered to the school from outside restaurants.
10. Students are not permitted to leave school grounds during lunch.
11. Energy drinks are not permitted in school.

## **Medication**

Only those medications that are necessary to keep the child in school **will** be given during the school day. The following procedures **MUST** be followed:

1. A written order for both prescription and over the counter (OTC) medications must be provided from The student's physician.
2. The order must include the student's full name, name of medication, frequency, dosage, and administration time as well as the doctor's name and phone number.
3. A written statement from the parent or guardian requesting that the medication be administered in school as ordered by the physician.
4. The medication must be brought to school in its original container from the pharmacy. OTC medications must also be in the original manufacturers packaging. The pharmacy label does NOT constitute a written order and cannot be used in lieu of a physician's order.
5. Medications are to be brought to the school by a responsible adult and not the student. Students are NOT to take any medications on their own; if self-medication is warranted, a specific form for the student's physician is available in the Health Office.
6. Medication orders must be renewed at the beginning of each school year. ANY questions should be directed to the school nurse.

## **Search and Seizure**

Students may be subject to personal searches (i.e. pockets and coats) and searches of their possessions (backpacks) when reasonable suspicion exists.

## **Sexual Harassment**

It is the policy of the Lake Shore Central School District to maintain a learning and working environment that is free from sexual harassment. The School District prohibits any form of sexual harassment. Any person who believes that he or she has been the victim of sexual harassment should report the alleged acts to the building Principal.

# **HOMEWORK**

## **Student Responsibilities**

- Listen to class directions for assignments and include due date if necessary.
- Ask questions if you do not understand the assignment.
- Take home the instructions and materials needed to complete the assignment.
- Work with your parents to set a regular time and place to do your homework.
- Do your own work, but ask your parents for assistance if needed.
- Work should be complete, legible and done to the best of your ability.
- 

## **Parent Responsibilities**

- Provide a quiet and well-lit work area with needed homework materials.
- Schedule a regular time for completion of homework.
- Insist that homework be completed and returned to school on its due date.
- Positively reinforce your child's efforts. Display his/her papers and artwork at home. Communicate a positive school attitude.
- Assist your child with assignments only if necessary. Do not over supervise.
- Consult with your child's teacher when necessary.
- Enhance your child's learning through enriching and related experiences such as trips to the library, and family field trips.
- Read for pleasure with your child.

## BUS PROCEDURES

Good conduct on the bus is essential for the safety of all students riding our buses. At the beginning of the school year, all students eligible to ride the buses will be notified. If a walker wants to take a bus, or if a bus rider wants to walk, this change in transportation requires a dated and signed note from the parent/guardian. When a student needs to be transported to a location other than their home address, an ***Application for Special Transportation Arrangement*** must be completed.

### A. **Waiting for the Bus:** *Students are expected to...*

- refrain from pushing, running or “horseplay” while waiting to get on or off the bus.
- be at the designated stop five minutes before the stated pickup time. As bus drivers must maintain a schedule, students may not make the bus driver wait.
- board the bus only after it has made a complete stop and the doors are open.

### B. **Bus Conduct:** *Students are expected to...*

- respect and accept the authority of the driver.
- obey the instructions of the driver.
- stay in their seats at all times.
- keep their arms and heads inside open windows.
- keep feet, books, and other objects out of the aisles.
- not take glass jars, bottles, or other breakable objects on the bus.
- not play with safety equipment including doors and windows.
- not tamper with the belongings of others.
- not bring dangerous articles such as knives, scissors, or other sharp objects on the bus. Toys that resemble weapons are also not acceptable.

### C. **Bus Safety:** *Students are expected to...*

- remain seated until the bus comes to a complete stop.
- enter and leave the bus in an orderly manner.
- cross the road at least ten feet in front of the bus.
- always look both ways and watch for the bus driver to signal before crossing.
- NEVER retrieve an object from underneath the bus.

### D. **Disciplinary Actions:**

Students who misbehave on the bus may be assigned seats by the bus driver and may be reported to their parents. The bus driver and/or building principal will write disciplinary referrals. Parents may then be contacted by the building principal for appropriate disciplinary measures.

In making decisions regarding disciplinary measures, the following guidelines are used. In certain serious circumstances, preliminary steps may be skipped.

- **1<sup>st</sup> Infraction:** The principal will discuss the incident with the student and may telephone the parent(s).
- **2<sup>nd</sup> Infraction:** The parents, principal, and the student will hold a parent conference.
- **3<sup>rd</sup> Infraction and beyond:** The principal will assign detention or suspension of bus privileges for an appropriate length of time as determined by the principal.

## **STUDENT COMPUTER NETWORK AND INTERNET RULES**

Students are responsible for good behavior when using school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply when using computers as well.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for all students. Access is a privilege...not a right.

All students are considered individual users of the district computer networks and are responsible for their behavior and communications over those networks. It is expected that users will comply with district standards and will honor the agreements they have signed.

Network storage areas are treated as school lockers. Network administrators may monitor individual usage by reviewing files and communications to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that files stored on district servers and hard drives will be private.

During school, teachers will guide younger students toward appropriate materials. Outside of school, families bear the responsibility for computer guidance as they do with other information sources such as television, telephones, movies, radio and other potentially offensive media.

Access to the district computer network will be limited to certain locations and may be used only during the times established by school and network administrators.

In order to use the networks, students must undergo required training and supervision provided by the district. Parent permission is required for all students. Access is a privilege ... not a right.

### **The following are NOT permitted:**

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing on others' folders, work or files
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Sharing personal passwords with others for use on school computers

### **SANCTIONS**

- Violations may result in a loss of access.
- Additional disciplinary action may be determined at the building level.
- When applicable, law enforcement agencies may be involved.



## SCHOOL INFORMATION

### School Hours

8:35 am - 3:15 pm

Due to concerns of safety and supervision, **students may not** be dropped off before the start of the school day. The YMCA offers a before and after school care program in elementary buildings. Please check with the main office at your assigned building for details.

### Early Release and Bus Passes

Written and signed notes from parents must be provided when students need to leave school early for appointments and/or when students need to ride a different bus home from school. The note should state the name and address of the student's destination. Bus passes are issued to students needing temporary alternate arrangements. Please be aware that if your child does not bring in a note and you do not inform the office, your child will be placed on his/her regular bus.

### Dismissal Procedure

If you are picking your child up at dismissal at 3:15 pm, you may meet your child in the designated area in the building for student pickup. You must have your identification available and sign the student out. In this way, we can properly and safely supervise our students.

### Open House

An "Open House" is held each year in the fall. This is an opportunity to visit your child's classroom, meet the teachers, and learn about the academic programs. Consult the school office for details.

### Parent Conferences

Parent conferences will be held on December 4 and 5, 2014 and March 12 and 13, 2015. Your child's teacher will contact you to schedule an appointment at those times. Please contact your child's teacher by note or by phone if additional conferences are warranted.

### Progress Reports and Report Cards

Report cards are issued three times a year at the end of each thirteen-week marking period. Dates are provided in the District Calendar.

### Visitors

The school policy is to accept only those visitors who have legitimate business at school. All visitors to the buildings must sign in at the office and obtain a "visitor's pass".

### District and School Website

For more information and events, visit [www.lakeshore.wnyric.org](http://www.lakeshore.wnyric.org)



# THE ELEMENTARY SCHOOL COUNSELING PROGRAM

Elementary school years set the tone for developing the knowledge, attitudes and skills necessary for children to become healthy, competent and confident learners. It is important for our students to develop decision-making, communication, and life skills, as well as character values. It is also a very impressionable time when students develop attitudes toward school, learning, self, peers, social groups, adults, family, and community.

Through a comprehensive developmental school counseling program, counselors assist in providing education, prevention, early identification and intervention to help all students work toward achieving academic success, personal and social growth, and career awareness.

## ELEMENTARY SCHOOL COUNSELORS

### HIGHLAND

Elizabeth Farrell McCuen  
716-926-2470  
[emccuen@lakeshorecsd.org](mailto:emccuen@lakeshorecsd.org)

### JOHN.T. WAUGH

Re' Biastre  
716-926-2297  
[rbiastre@lakeshorecsd.org](mailto:rbiastre@lakeshorecsd.org)

### ANTHONY J. SCHMIDT

Michelle K. Myles  
716-926-2363  
[mmyles@lakeshorecsd.org](mailto:mmyles@lakeshorecsd.org)



**\*\*COMPLETE FORM BELOW, CAREFULLY CUT OFF, RETURN TO THE TEACHER\*\***

My child and I have read and reviewed the \*Lake Shore Central Schools Elementary Code of Conduct, \*Bus Procedures, and the \*Student Computer Network and Internet Rules.  
We understand and agree to abide by the guidelines and expectations.

Print Student Name \_\_\_\_\_

Print Parent Name \_\_\_\_\_

Student Signature \_\_\_\_\_

DATE \_\_\_\_\_

Parent Signature \_\_\_\_\_

SCHOOL \_\_\_\_\_ GRADE \_\_\_\_\_ TEACHER \_\_\_\_\_